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TRAINING ANALYSIS AND EVALUATION GROUP (NAVY) ORLANDO FLA F/G 5/9  
CENTRALIZED INSTRUCTOR TRAINING FOR NAVAL TECHNICAL TRAINING. (U)  
NOV 76 C J PAPETTI, T F CURRY, E K GREEN

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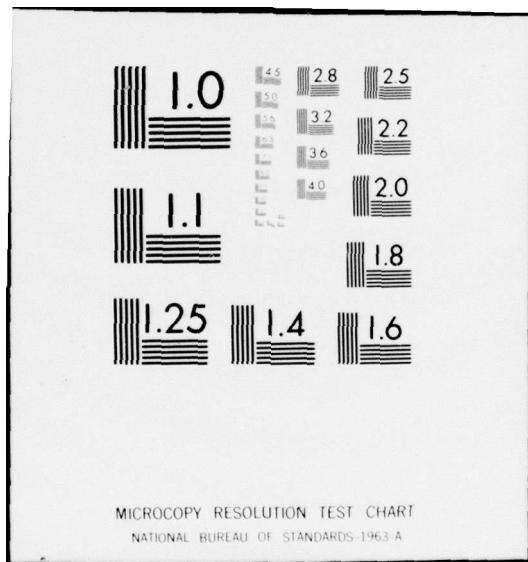
TAEG-38

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TAEG Report No. 38

EXCESS FACILITIES LISTED FROM DEPARTMENT  
OF THE NAVY EXCESS FACILITIES PLAN

Activity - Naval Station, San Diego, California

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
157	61010	Admin. Office	S	1943	14,943
99	74001	Exchange Retail	S	1942	32,170
107	74086	Retail Warehouse	S	1942	21,341

Activity - Naval Air Station, San Diego, California

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
294	55010	Dispensary	S	1948	7,000
255	61010	Admin.	S	1948	7,572
275	61010	Admin.	S	1948	8,177
415	61010	Admin.	S	1948	23,884

Activity - Naval Air Station, Memphis; Millington, Tennessee

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
S-30	721-11	105 Mn BEQ	S	1943	6,762
S-31	721-11	105 Mn BEQ	S	1943	6,762
S-32	721-11	105 Mn BEQ	S	1943	6,762
S-35	721-11	105 Mn BEQ	S	1943	6,762
S-40	721-11	105 Mn BEQ	S	1943	6,762
S-41	721-11	105 Mn BEQ	S	1943	6,762
S-42	721-11	80 Mn BEQ	S	1943	6,762
S-130	171-20	Applied Inst. Bldg.	S	1943	4,114
N-75	721-15	41 Mn Recruit Bks.	S	1942	8,900
N-77	721-15	41 Mn Recruit Bks.	S	1942	8,900

Activity - Naval Air Station, Norfolk, Virginia

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
SP67	441-10	General Warehse Navy	S	1942	17,668
SP68	722-20	Det. Dining Facility (Enlisted Men)	P	1942	17,668
SP96	171-10	Academic Instr. Bldg	P	1943	2,599

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Activity - Amphibious Base, Norfolk, Virginia

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
2007	721-11	BEQ E-1/E-4	S	1943	166 Mn
3396	721-12	BEQ E-5/E-6	S	1947	134 Mn

Activity - Naval Station, Norfolk, Virginia

Bldg. No.	Cat. Code	Description	Type Constr.	Yr. Built	SF
CFP26	740-12/ 25/34	Red Cross/Navy Relief, Fam Ser Center, Thrift Shop	S	1944	16,592

S - Semipermanent (wood)

P - Permanent (Brick/Block)

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SINGLE LOCATION CONCEPT

**Specialized support area**

1. Remedial Learning Center 30 students X 40 SF/student	1200 SF
2. Instructors Workspace/Offices 59 X 90 SF	5310 SF
3. Student Break Area 440 AOB X .6 X 6 SF	1584 SF
4. Reference Library	3098 SF
a. Reading area 440(AOB) X .25 X 75	2750
b. Stack area 1000/100 X 6.6	66
	<u>2816</u>
Staff area .10 (4a + 4b)	282
	<u>3098 SF</u>
5. Admin spaces Director (05) *Administrative Staff Secretary Other	1400 SF
1 X 150	150
4 X 100	400
5 X 60	300
3 X 60	180
	<u>1030</u>
Conference Room	300 SF
Admin Storage	70 SF
	<u>1400 SF</u>
6. Training Aid Storage	750 SF
7. Student Instructional Material Workshop 30 X 45 SF	1250 SF
8. Auditorium 350 seats X 9 SF/seat	3150 SF
9. Records storage area	<u>500 SF</u>
Total Net Support Space	18,248 SF

SUMMARY  
SINGLE LOCATION REQUIREMENT

Classroom space	11,384 SF
Support space	<u>18,248 SF</u>
	29,632
Total Requirement	X 1.25**
	<u>37,040 SF</u>

\* Assistant Director, Education Specialists, Senior Instructors/Supervisors  
\*\* Converts net requirement to gross SF to allow for heads, corridors, wall thickness, stairwells.

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CLASSROOM SPACE  
COLUMN HEADINGS - EXPLANATION

1. Days per week course meets
2. Weeks per year course meets
3. Optimum students per class
4. Total students processed per year
5. Number of classrooms required for course
6. Maximum students present per class
7. NAVFAC P-80 space allowance per student (sq. ft.)
8. Size requirement per room (column 6 X column 7) (sq. ft.)
9. Total requirements for all rooms (column 5 X column 8) (sq. ft.)
10. Percent utilization - a factor which measures the efficiency of classroom occupancy for each specific course.

Column 1 X Column 2  
250\*

Meeting days per week X weeks per year course meets  
250 days per work year

\*250 days is considered to be an optimum number of days in a school year.

A "meeting day" is defined as an 8-hour day.

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SINGLE LOCATION - CLASSROOM SPACE REQUIREMENTS									
Course	Classes	Students	Classrooms	SF/Student	Room Size	Total Req.	% Utilization		
	1	2	3	4	5	6	7	8	9
1. Instructor Basic	5	50	17	3548	4	17	22	374	1496
	5	50	3	-	4	3	40	120	480
	5	50	7	3548	36	7	22	154	5544
2. Instructor Shipboard	5	49	11	637	1	11	22	242	242
	5	49	2	-	1	2	40	80	80
	5	49	7	637	2	7	22	154	308
3. Programmed Instruction Tech	5	44	20	256	2	10	22	220	440
	5	44	4	-	2	2	40	80	160
	5	44	-						61*
4. Leadership & Management	5	50	14	1734	4	14	22	308	1232
	5	50	3	-	4	3	40	120	480
	5	50	-						100
5. Navy Schools Management	5	42	10	505	2	10	22	220	440
	5	42	2	-	2	2	40	80	160
	5	42	-						84
6. Submarine Training System	5	6	11	76	1	11	22	242	242
	5	6	2	-	1	2	40	80	12
	5	6	-						
7. Officer Instr. Indoctrination	5	4	5	24	1	5	22	110	use avail.
	5	4	1	-	1	1	40	40	room
	5	4	-						08
Total classroom space								11,384	

\*NOTE: Due to scheduling, Program Instructor Techniques needs 1 room 44 weeks of the year and an additional room 22 weeks of the year; therefore, it uses 1 room 88% of the time and another room 44% of the time. The effective utilization of 2 rooms is:

$$\frac{1 \times .88}{1 \times .44} = \frac{.88}{.44} = \frac{2}{1.32/2} = 61\%$$

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TWO LOCATION CONCEPT

Support areas.

1. Remedial Learning Center 15 students X 40 SF/student		600 SF
2. Instructor Workspace/Offices 30 X 90 SF		2700 SF
3. Student Break area 266 AOB X .6 X 6		958 SF
4. Reference Library a. Reading area b. Stack area	266(AOB) X .25 X 25 500/100 X 6.6	1865 SF 1662 33 1695
Staff area	.10 (4a + 4b) .10 (1408)	170 1865 SF
5. Admin spaces Director (05) *Administrative Staff Secretary Other	1 X 150 4 X 100 3 X 60 2 X 60	150 400 180 120 850 250 SF 70 SF 1170 SF
6. Training Aid Storage		500 SF
7. Student Instructional Materials Workshop 15 X 45		625 SF
8. Records storage area		300 SF
Total Support Space (net)		8,718 SF

SUMMARY  
TWO LOCATION REQUIREMENT

	Memphis	San Diego
Classroom space	6,212 SF	***
Support space	8,718 SF	
Total Net Requirement	14,930	
Total Requirement	X 1.25**	
	18,663 SF	

\* Assistant Director, Education Specialists, Senior Instructors/Supervisors.  
\*\* Converts net requirement to gross SF to allow for heads, corridors,  
wall thickness, stairwells.  
\*\*\* San Diego to remain as is.

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Course	Classes	TWO LOCATIONS - CLASSROOM SPACE REQUIREMENTS						Total Req.	% Utilization
		Students	Classrooms	SF/Student	Room Size	Total Req.	% Utilization		
	3	4	5	6	7	8	9	10	
1. Instructor Basic									
Lecture	5	50	19	2300	2	19	22	418	836
Self-paced	5	50	4	-	2	4	40	160	320
"Split-class" space	5	50	8	2300	18	8	22	176	3168
2. Instructor Shipboard									
Lecture	5	32	11	203	2	11	22	242	484
Self-paced	5	32	2	-	2	2	40	160	48*
"Split-class" space									
3. Programmed Instruction Tech									
Lecture	5	48	11	156	1	11	22	242	242
Self-paced	5	48	2	-	1	2	40	80	96
4. Leadership & Management									
Lecture	5	50	11	638	2	11	22	242	484
Self-paced	5	50	2	-	2	2	40	80	160
5. Navy Schools Management									
Lecture	5	50	9	268	1	9	22	198	198
Self-paced	5	50	2	-	1	2	40	80	100
6. Submarine Training System									
Lecture	5	6	11	76	1	11	22	242	use avail. room
Self-paced	5	6	2	-	1	2	40	80	12.5
7. Officer Instr. Indoctrination									
Lecture	5	4	5	24	1	5	22	110	use avail. room
Self-paced	5	4	1	-	1	1	40	40	08
									Total classroom space 6,212

\*NOTE: Due to scheduling, Instructor Shipboard needs 1 room 32 weeks of the year and an additional room 16 weeks of the year; therefore, it uses 1 room 64% of the time and another room 44% of the time. The effective utilization of 2 rooms is:

$$\frac{1 \times .64}{1 \times .32} = \frac{.64}{.32} = \frac{1}{.5} = 2$$

$$\frac{.96}{.5} = 48\%$$

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### THREE LOCATION CONCEPT Memphis, Norfolk

Support areas.	<u>Memphis</u>	<u>Norfolk</u>
1. Remedial Learning Center 10 students X 40 SF/student	400 SF	400 SF
2. Instructor Workspace/Offices 18 X 90 SF	1620 SF	1620 SF
3. Student Break Area 138 AOB X .6 X 6 SF	497 SF	659 SF
4. Reference Library		
a. Reading area	138(AOB) X .25 X 25 = 862	183(AOB) X .25 X 25 = 1144
b. Stack area	500/100 X 6.6 33 895	500/100 X 6.6 33 1177
Staff area	.10 (4a + 4b) .10 (895) 90 985 SF	.10 (4a + 4b) .10 (1177) 118 1295 SF
5. Admin spaces Director 05 *Administrative Staff Secretary Other	1 X 150 4 X 100 2 X 60 2 X 60 790	= = = = 150 400 120 120 790
Conference Room		200 SF
Admin Storage		50 SF 1040 SF
6. Training Aid Storage	300 SF	300 SF
7. Student Instructional Materials Workshop 10 X 45	450 SF	450 SF
8. Records Storage Area	200 SF	200 SF
	<u>Total</u> 5492 SF	<u>Total</u> 5964 SF

### SUMMARY THREE LOCATION REQUIREMENT

	<u>Memphis</u>	<u>Norfolk</u>	<u>San Diego</u>
Classroom space	2,824 SF	5,034 SF	***
Support space	5,492 SF	5,964 SF	
Net Requirement	<u>8,316 SF</u>	<u>10,998 SF</u>	
Total Requirement	X 1.25** <u>10,395 SF</u>	X 1.25** <u>13,748 SF</u>	

10,395 Memphis

13,748 Norfolk

24,143 Sum of requirement at both schools

\* Assistant Director, Education Specialists, Senior Instructors/Supervisors

\*\* Converts net requirement to gross SF to allow for heads, corridors, wall thickness, stair wells.

\*\*\* San Diego to remain as is.

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Course	Classes	THREE LOCATIONS - MEMPHIS LOCATION			Room Size	Total Req.	% Utilization
		Students	Classrooms	SF/Student			
		3	4	5	6	7	8
1. Instructor Basic	Lecture	5	50	17	975	1	17
	Self-paced	5	50	3	-	3	40
	"Split-class" space	5	50	7	975	9	7
2. Instructor Shipboard	Lecture	-	-	-	-	-	-
	Self-paced	-	-	-	-	-	-
	"Split-class" space	-	-	-	-	-	-
3. Programmed Instruction Tech	Lecture	5	24	10	96	1	10
	Self-paced	5	24	2	-	2	40
4. Leadership & Management	Lecture	5	32	13	238	1	13
	Self-paced	5	32	2	-	1	2
5. Navy Schools Management	Lecture	5	50	9	268	1	9
	Self-paced	5	50	2	-	1	2
6. Submarine Training System	Lecture	-	-	-	-	-	-
	Self-paced	-	-	-	-	-	-
7. Officer Instr. Indoctrination	Lecture	-	-	-	-	-	-
	Self-paced	-	-	-	-	-	-
Classroom total							2,824

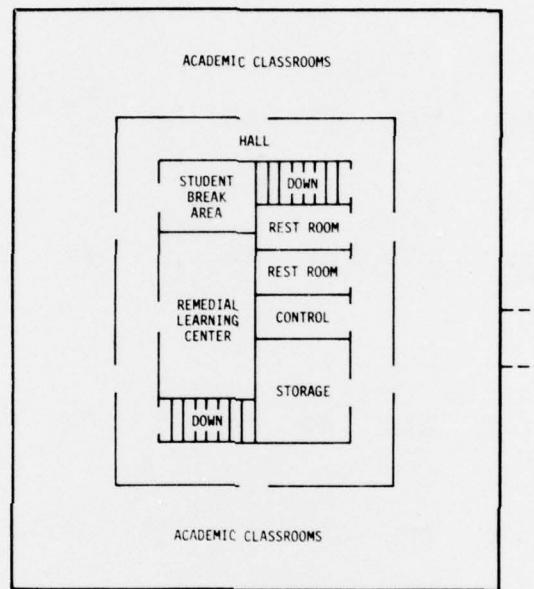
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Course	Classes 1	Students 3	NORFOLK LOCATION			Room Size 8	Total Req. 9	% Utilization 10
			Classrooms 5	SF/Student 7	Room Req. 6			
1. Instructor Basic	5	50	17	1325	2	17	22	748 240 2772
			3	-	2	3	40	70* 70* 70*
2. Instructor Shipboard	5	50	7	1325	18	7	22	120 154
			-	-	1	2	40	64 64 64
3. Programmed Instruction Tech	5	32	11	203	-	2	22	242 80 154
			2	7	203	2	7	308
4. Leadership & Management	5	18	8	60	1	8	22	176 80
			2	60	1	2	40	36 36
5. Navy Schools Management	5	50	14	400	1	14	22	308 80
			2	-	1	2	40	100 100
6. Submarine Training System	5	6	11	76	1	11	22	242 80
			2	-	-	2	40	use avail. 12 12
7. Officer Instr. Indoctrination	5	4	5	24	1	5	22	110 40
			1	-	-	1	40	use avail. room 08 08
							Classroom total	5,034

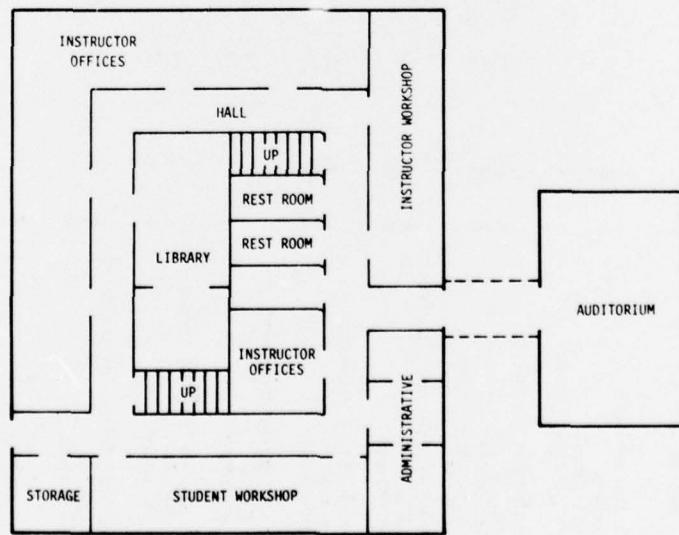
NOTE: Due to scheduling, Instructor Basic requires 1 lecture space 50 weeks of the year and an additional 9 weeks of the year. Also required are 9 "split-class" spaces 50 weeks of the year and an additional 9 spaces(s) 20 weeks of the year. Effective utilization is:  $(1 \times 1.0) + (1 \times .4) = \frac{1.4}{2} = 70\%$  (2 rooms)  $(9 \times 1.0) + (9 \times .4) = \frac{12.6}{18} = 70\%$  (18 rooms)

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SPACE RELATIONSHIP  
SINGLE LOCATION CONCEPT



SECOND FLOOR



FIRST FLOOR

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COURSE DESCRIPTIONS  
INSTRUCTOR TRAINING SCHOOL COURSES\*

Course No. -- A-012-0011

Title -- Instructor Basic

Scope -- Principles of learning, public speaking, planning instruction, methods of instruction, test construction, use of training aids, analysis of instruction, preparation and use of instruction sheets, shop layout, safety precautions, and practice teaching.

Course No. -- A-012-0023

Title -- Instructor Shipboard

Scope -- Characteristics of effective shipboard training procedures for conducting an effective shipboard training program.

Course No. -- A-012-0036

Title -- Programmed Instruction Techniques

Scope -- Provides a thorough grounding in the basic techniques of programmed instruction and develops the trainees' abilities to write programmed instructional materials for use in Navy courses of instruction. The trainee should, with approximately six months of practical exercise in writing programmed instruction materials, be able to develop effective materials.

Course No. -- A-012-0028

Title -- Management and Supervision

Scope -- The course provides the essentials of management, problem solving methods, conference leadership, styles of management, communication, group processes, managing change, motivation theory, cooperation vs. competition, frustrations and conflict resolution, and human resource management.

\*NOTE: Except for the Instructor Basic Course, these courses are used for relative planning purposes only and at present may not necessarily exist in the location or manner described throughout this report and may not include all courses currently taught.

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Course No. -- A-7B-0010

Title -- School Administration (Navy Schools Management)

Scope -- Instructional procedures and techniques of administration of Navy schools.

Course No. -- A-012-0033

Title -- Submarine Training System

Scope -- Writing of Personnel Performance Profiles, Training Path System, Instructor Guide Curricula, and Submarine Training Evaluation Plan.

Course No. -- F-00-014

Title -- Officer Instructor Indoctrination

Scope -- Laws of learning, planning instruction, oral questioning, training aids, evaluation of instruction, curriculum instruction, tests instruction, programmed instruction and practice teaching.

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APPENDIX F

ANNUAL PERSONNEL COSTS

This appendix shows the annual personnel costs for the present system (FY 1975) and the projected annual personnel costs for one site, two sites, and three sites (based on a student input of 6785).

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ANNUAL PERSONNEL COSTS PRESENT SYSTEM (FY 1975)							
	<u>San Diego</u>	<u>Great Lakes</u>	<u>Memphis</u>	<u>Norfolk</u>	<u>Newport</u>	<u>Groton</u>	<u>Total</u>
			<u>Man-years</u>				<u>Per Unit Cost</u>
Director (0-5, 0-3)	2	1	2	1	1	.5	<u>(0-5) 2</u> <u>(0-3) 5.5</u>
Senior Instructor (GS-12, 11) (0-2, E-9)	5	3	2	1	1		<u>(GS-12) 5</u> <u>(GS-11) 5</u> <u>(0-2) 3</u> <u>(E-9) 4</u>
Instructor (E-8, GS-9)	30	27.36	13.14	21	1	6.5	<u>(E-8) 84</u> <u>(GS-9) 15</u>
Secretary (GS-4, 3)	4	1	2	3	1	1	<u>(GS-4) 3</u> <u>(GS-3) 9</u>
Other (GS-3) (E-4)	2	2		2		.8	<u>(GS-3) 3.4</u> <u>(E-4) 3.4</u>
<b>TOTAL *</b> (Student Input)	<b>43</b> (2666)	<b>36.36</b> (870)	<b>20.14</b> (1056)	<b>29</b> (1184)	<b>4</b> (113)	<b>9.8</b> (323)	<b>142.3</b> (6212)
							<b>\$3,665,557*</b>

\* This table was prepared given the FY 1975 Student thru-put of 6212. With a student input of 6785 (TOP 1976) the annual labor cost of the present system would be approximately \$4,004,000 with 154.5 man years of staff work. San Diego's portion would increase to 3120 students with a staff of 49 man years costing \$1,332,000 annually.

PROJECTED ANNUAL PERSONNEL COSTS  
 SINGLE SITE  
 (STUDENT INPUT - 6785)

<u>POSITION</u>	<u>GRADE</u>	<u>MAN-YEARS</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Director	0-5	1	\$51,165	\$ 51,165
Assistant Director	0-4	2	41,898	83,796
Senior Ed. Spec.	GS-13	1	25,962	25,962
Division Ed. Spec.	GS-11	2	18,423	36,846
Leading Chief Petty Officer	E-9	1	35,195	35,195
M11. Instructor	E-8	53.5	30,163	1,613,720
Civ. Instructor	GS-9	9.5	15,278	145,141
Secretary	GS-4	1	9,040	9,040
	GS-3	4	8,050	32,200
Other	E-6	4	20,769	83,076
				<hr/>
				\$2,116,151
				<hr/>
				TOTAL
				<hr/>
				79

PROJECTED ANNUAL PERSONNEL COSTS  
 TWO SITES\*  
 (STUDENT INPUT - 6785)

<u>POSITION</u>	<u>GRADE</u>	<u>MAN YEARS</u>	<u>UNIT COST</u>	<u>TOTAL COST</u>
Director	0-5	1	\$ 51,165	\$ 51,165
Div. Officer	0-4	2	41,898	83,796
Senior Ed. Spec.	GS-12	1	21,970	21,970
Lead Ch. Petty Off.	E-9	1	35,195	35,195
Div. Ed. Spec.	GS-11	2	18,423	36,846
Mil. Instructors	E-8	31.5	30,163	950,134
Civ. Instructors	GS-9	5.5	15,278	84,029
Secretary	GS-4	1	9,040	9,040
	GS-3	3	8,050	24,150
Other	E-6 GS-7	3 1	20,769 12,518	62,307 12,518
Total (San Diego)		52 (49)		\$1,397,000 (\$1,332,000)
TOTAL		101		\$2,729,000

\* The above breakdown is for the non-San Diego site, most likely Memphis (student input of 3665).

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PROJECTED ANNUAL PERSONNEL COSTS  
THREE SITES\*  
(STUDENT INPUT -- 6785)

MEMPHIS (INPUT 1577)

POSITION	GRADE	MAN YEARS	UNIT COST	TOTAL COST	POSITION	GRADE	MAN YEARS	UNIT COST	TOTAL COST
Director	0-5	1	51,165	51,165	Director	0-5	1	\$ 51,165	\$ 51,165
Asst. Director	0-4	1	41,998	41,998	Asst. Director	0-4	1	41,998	41,998
Sr. Ed. Spec.	GS-12	1	21,970	21,970	Sr. Ed. Spec.	GS-12	1	21,970	21,970
Supervisor	GS-11	1	18,423	18,423	Supervisor	GS-11	1	18,423	18,423
	0-2	1	26,253	26,253		0-2	1	26,253	26,253
Mil. Instructor	E-8	16	30,163	482,608	Mil. Instructor	E-8	19	30,163	573,097
Civ. Instructor	GS-9	3	15,278	45,834	Civ. Instructor	GS-9	3	15,278	45,834
Secretary	GS-3	3	8,050	24,150	Secretary	GS-3	3	8,050	24,150
	E-4	1	16,217	16,217		E-4	1	16,217	16,217
<b>Total</b>		<b>28</b>		<b>\$728,518</b>			<b>31</b>		<b>\$819,000</b>

San Diego  
Memphis  
Norfolk

\$1,332,000  
729,000  
819,000

**Total** \$2,880,000

\* San Diego would remain intact and the information for San Diego can be found on page 112.

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